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FEB 5 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)  
THROUGH : Deputy Comptroller  
SUBJECT : General Services Functions  
REFERENCE : Staff Study dated 22 December 1953.

1. Transmitted herewith for your approval are documents necessary to carry out the recommendations contained in the above referenced Staff Study, as approved. These documents are as follows:

a. Proposed Notice  Transfer of General Services Functions and Responsibilities. 25X1

b. Memorandum addressed to the Chief, Regulations Control Staff listing the changes required  Organization, as a result of the transfer of these functions. 25X1

c. Proposed Notice  General, providing that wherever the term "General Services Office" appears in any Agency regulatory issuance it shall be interpreted to refer to the Logistics Office or the Office of the Comptroller as may be appropriate. 25X1

d. Memorandums addressed to the Comptroller and the Chief of Logistics approving tables of organization and ceiling allocations changes and transfers of personnel, funds, equipment, records, and facilities.

e. Memorandum addressed to the Assistant Director for Personnel requesting action necessary to effect the changes in tables of organization and ceiling allocations, and the transfer of personnel.

2. These papers are in accordance with the referenced Staff Study, as approved, except as follows:

a. Six positions, Truck Driver, Heavy Duty, are transferred to the Courier Unit, Logistics Office, which were not proposed for transfer by the Staff Study for the reason that, as of the date of the Staff Study, they were in the Motor Pool which was

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NO CHANGE in Class. ☐

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Class. CHANGED TO: TS

DDA Memo, 4 Apr 77

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Date: 22/13/78

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then expected to be transferred in its entirety to the Logistics Office. When the transfer actually occurred, only [redacted] positions in the Motor Pool were transferred to Logistics and the remaining six positions were retained in General Services Office and transferred to its Courier Unit.

25X1

b. Position No. 133, Clerk Stenographer, GS-5, proposed to be abolished by the Staff Study is being retained and instead position No. 136.23, Telephone Operator, GS-4 is proposed to be abolished. The reason for this substitution is that when making the study we first felt that stenographic assistance for the space operation could be furnished by present personnel in the Acquisition Branch of the Logistics Real Estate and Construction Division. However, it developed that the space operation of General Services Office is not acquisition but assignment, maintenance, and utilization and therefore should be transferred to Logistics as a branch of the Real Estate and Construction Division. It was so proposed in the Study but in making the change we failed to provide for stenographic assistance for four space officers concerned with space assignment and utilization. The number of vacancies in the telephone section (6) indicates that one such position can be eliminated.

c. The ceiling allocations provided by memorandums to the Chief of Logistics and the Comptroller, differ only slightly from those proposed in the Staff Study. This difference results from using the actual ceiling change caused by the transfer of the Motor Pool instead of the estimate we made at the time the Staff Study was prepared. Actual figures were not available at that time. Total ceiling allocations for the Offices concerned are reduced by 9 as provided by the Study. The old and recommended new ceilings are as follows:

	Old	New
General Services Office	[redacted]	[redacted]
Logistics		
Comptroller		
Total		
Saving		9

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[redacted]  
Acting Management Officer

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